



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**RSA UNION BUILDING**  
100 NORTH UNION STREET  
POST OFFICE BOX 301410  
MONTGOMERY, ALABAMA 36130-1410  
WWW.MH.ALABAMA.GOV



JIM REDDOCH, J.D.  
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A CONDITIONAL NON-MERIT POSITION  
EQUAL OPPORTUNITY EMPLOYER**

<b>JOB TITLE:</b>	Mental Health Specialist II (MI Employment Specialist)	<b>NUMBER:</b> 15-07
<b>JOB CODE:</b>	A6000	<b>DATE:</b> April 17, 2015
<b>SALARY RANGE:</b>	74 (\$39,290.40 - \$59,517.60)	<b>PCQ#:</b> 8812564
<b>JOB LOCATION:</b>	Department of Mental Health RSA Union Building 100 North Union Street Montgomery, AL 36130-1410	

**QUALIFICATIONS:** Master's degree in a human services field, plus experience (24 months or more) working with people with serious mental illnesses, including providing employment services, **OR** Bachelor's degree in a human services field, plus considerable experience (48 months or more) working with people with serious mental illnesses, including providing employment services.

*Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.*

**NECESSARY SPECIAL REQUIREMENT:** Must be willing to travel frequently to project sites within Alabama (75 percent of time) and possible occasional travel out of state.

**KIND OF WORK:** This is a conditional appointment position funded by grant monies for a period of at least five (5) years. Employment may be continued based on availability of funding. This is highly responsible professional work that involves overseeing the planning and implementation of grant and project activities throughout the Alabama Individual Placement and Support- Supported Employment Project. The employee in this position will manage and oversee the state Supported Employment Coordinating Committee, oversee the completion of the state IPS Strategic Plan, attend the IPS Train-the-Trainer Program, and serve as the state IPS trainer for pilot programs, and generate needed reports for stakeholders and those required of the grant.. The employee will be responsible for coordinating and disseminating materials to community provider sites to ensure project compliance, making sure all employment specialists are hired at participating community mental health centers, training employment specialists on the IPS Model, as well as monitoring referrals to the IPS program to verify that each employment specialist is assigned to work with clients from mental health treatment teams. This position will be required to meet with provider staff on an ongoing basis in order for specialists to discuss strategies to help people in their working lives, further employer relationships, and share job leads. The employee will provide site-based training for each project participating agency and will provide technical assistance to all IPS teams, mental health practitioners, mental health agency leadership, and local vocational

rehabilitation offices. Examples of training activities include, but are not limited to, didactic training, participation in vocational unit meetings, participation in mental health treatment meetings, in-the-field mentoring for job development as well as in-the-field mentoring for other parts of the vocational process (e.g., career profile, job supports, and engagement). The employee will act as a liaison between agencies involved in the project to include communicating/coordinating with external evaluators and technical assistance advisors. The employee will conduct/participate in supported employment committee meetings, assist with data collection, track employment outcomes and help employment specialists at the provider level set measurable goals for improved performance. Technical assistance includes helping agencies identify needed organizational changes and conducting fidelity reviews. The employee will assist agencies with developing fidelity action plans for better implementation of the IPS approach. This position works with the Alabama Department of Mental Health (ADMH) and the Alabama Department of Rehabilitation Services (ADRS) to build consensus for evidence based supported employment throughout the state, plan for statewide implementation, and identify barriers and facilitators for IPS supported employment. The employee will work under the direction of the ADMH Adult MI Services Coordinator.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of serious mental illness, the public mental health system, and mental health services. Knowledge of vocational rehabilitation system, programs, and services. Experience with supported employment, job development, and job coaching for disabled populations. Ability to provide consultation and technical assistance. Knowledge of training/development principles, practices and techniques. Ability to provide excellent communication and interpersonal skills. Ability to establish/maintain effective working relationships with state level staff, service providers, stakeholders, the business community, and the general public. Ability to effectively interact with individuals with serious mental illness and their families. General understanding of evidence-based practices, recovery concepts, and peer support specialists. Knowledge of organizing and conducting state-wide initiatives. Knowledge and experience with implementing grants. Knowledge of the method and process for successful organizational change for the purposes of transitioning individuals, teams, and organizations towards a desired goal. Ability to take initiative, work independently, identify and resolve problems, and overcome obstacles. Ability to travel frequently to project sites within the state and possibly occasional travel out of state. Ability to proficiently operate a personal computer to include Microsoft Word, Access, and Excel

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

**HOW TO APPLY:** Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/ Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

Go to <http://dartmouth.ips.org> for further information on the Evidence-based Supported Employment model.

**DEADLINE: MAY 29, 2015**